

## **City of Kirkland Planning Department Design Board Review Application:**

### **Application Checklist**

The following is a list of materials which must be submitted in order to have a complete application. **During the pre-design conference, a planner will help you determine which of these requirements are applicable.** Less detail is required for a conceptual design conference application. Please do not turn in your application until all materials which apply to your proposal have been checked off. We encourage you to consult with the Department of Planning and Community Development if you have questions.

### **Pre-Design Conference/Pre-Submittal Meeting**

- ☐ A meeting with a planner is required within the six months immediately prior to application submittal.

### **Fees**

- ☐ Payment to the City of Kirkland for the filing fee and, if applicable, Environmental Checklist fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.

**Note:** Other fees, including Park Impact Fees and Road Impact Fees, may be required during the development review process.

### **Conceptual Design Conference Application**

Simple and clear graphic materials in 11x17" format illustrating:

- ☐ The site, including topography, aerial photography, existing uses and structures, and existing vegetation
- ☐ Vicinity map and photographs indicating site context, including surrounding uses, structures, significant vegetation, zoning, access points, pedestrian and vehicular circulation, etc.
- ☐ Site and context analysis including views of and from the subject property, environmental factors, scale and types of adjacent uses, significant vegetation (within and bordering the site), site features, access opportunities, connections, transit, and proximity to significant, relevant, or historic features.
- ☐ Conceptual site plan(s) and massing diagrams showing maximum zoning, site development potential and analysis of adjacent sites.
- ☐ Three alternative massing and siting concepts illustrating options for the development of the site in a clear, diagrammatic manner.
- ☐ Design departures (if any) being considered.
- ☐ Graphic or written materials indicating the development objectives for the project.

*Advanced schematic design drawings or more fully developed design materials are not expected or appropriate at this stage!*

### **Design Response Conference Application**

Written and/or graphic material showing how the project addresses conceptual design guidance from the Design Review Board. Discuss phasing your submittal materials over two Design Response Conferences with your planner to avoid unnecessary costs/details at the first meeting.

## **Plans**

Dimensioned site plans, drawn at 1"=20' or a comparable scale, showing:

- ☐ Vicinity map.
- ☐ Scale used and marker showing direction north.
- ☐ Stamped survey showing property dimensions, dimension and type of any easements, topography at 2-foot contour intervals and location (to the adjoining centerline) and names of adjacent rights-of-way.
- ☐ Building height calculations.
- ☐ Identification of "pedestrian-oriented streets" and "major pedestrian sidewalks or other designated pedestrian improvements."
- ☐ Location and dimensions of any existing structures, including parking areas, which are proposed to remain on the property. Please shade for ease of identification.
- ☐ Existing water courses and bodies, rockeries, and other relevant man-made or natural features.
- ☐ Tree Plan in accordance with Kirkland Zoning Code Section 95.30.
- ☐ Dimensions of required yards and view corridors.
- ☐ Location and dimensions of proposed structure(s), parking areas, pedestrian pathways, pedestrian plazas, and driveways.
- ☐ Proposed uses. Please show gross floor area by use.
- ☐ Lot size and lot coverage calculations.
- ☐ Proposed landscape plan, including location, size, specification and quantities, and common and botanical names.
- ☐ Proposed design details, including pedestrian seating areas, awnings and other overhead weather protection measures, fences/walls, bicycle racks, external water spigots, balconies/decks, bay windows, building material and color, and exterior lighting.
- ☐ Outdoor loading and storage areas.
- ☐ Dumpsters.

Dimensioned floor plans, drawn at 1" = 20' or a comparable scale, showing:

- ☐ Proposed uses. Please show gross floor area by use.
- ☐ Parking garage details, if applicable.

Dimensioned building elevations, drawn at 1/8" = 1' or a comparable scale, showing all facades, awnings and other overhead weather protection measures; artwork; exterior lighting; colors; building materials; etc.

Other

- ☐ Perspective drawings, photographs, color renderings or other graphics may be needed to adequately evaluate your application.
- ☐ Check with the City to determine if your project requires a pedestrian easement and if it does show this easement location on your plans.
- ☐ Written and graphic description of any design departures or minor variations requested, including a statement of how the request complies with applicable criteria.
- ☐ All materials submitted for this application must meet the following standards:

#### Electronic Plans & Documents:

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

#### Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.

### **Public Notice Signs**

#### *Read Completely and Carefully*

Prior to the Design Response Conference, you are responsible for obtaining and erecting public notice sign(s) on the subject property. You will need to provide for and erect public notice sign(s) not less than 15 calendar days before the conference. In order to ensure that the signs are installed in a timely manner, you should contact a Sign Company and arrange for the appropriate number of signs to be made. See attached instruction sheet about Public Notice Signs. **Failure to have the sign(s) in place by the deadline time will result in a delay of the public meeting and additional charges to re-notice the application.**

For more information, exemptions, and specific requirements please refer to the [Public Notice Signs Handout](#).

### **Tree Plan Matrix**

The following chart will assist applicants in determining which Tree Retention Plan is required based on the type of development proposed: [Tree Plan Matrix](#).